

PERSONNEL AND TRAINING BUREAU

**NOTICE**

1.12

January 14, 2014

**TO:** All Concerned Commanding Officers

**FROM:** Commanding Officer, Personnel and Training Bureau

**SUBJECT:** MANDATORY TRAINING FOR ALL SWORN DEPARTMENT EMPLOYEES  
– LIEUTENANTS AND BELOW

California Penal Code (CPC) Section 13519.14 requires that all law enforcement officers assigned to field or investigative duties shall complete a minimum of two hours of training in a course or courses of instruction pertaining to the handling of human trafficking complaints as described in subdivision (a), by **July 1, 2014**.

All lieutenants and below assigned to field or investigative duties must log onto the Peace Officer Standards and Training (POST) Learning Portal. Employees can access the site at <http://www.post.ca.gov>. The course will take approximately two hours to complete. All training must be completed and entered into the Learning Management System by **June 15, 2014**. Employees must be allowed to complete the training on duty.

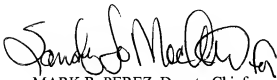
In order to ensure compliance, Training Coordinators are directed to:

- Provide the Training Coordination Unit (TCU), Training Division (TD), with the level of compliance in their division by April 15, 2014
- Develop a training schedule for all officers not yet in compliance to ensure completion of the training and input of rosters to comfortably meet the deadline
- Provide a compliance report via scan, email, or mail (Mail Stop 412) to Sergeant Adam Loo, TCU, TD, by June 15, 2014

Upon completion, the Training Coordinator must provide all related documentation to Sergeant Adam Loo, TCU, TD, by **June 15, 2014**.

If there are any questions, please contact Sergeant Loo at (213) 485-3161.

APPROVED:



MARK R. PEREZ, Deputy Chief  
Commanding Officer  
Personnel and Training Bureau



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
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